

# Payment Refusal Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that we are unable to process the payment for [describe the service/product] due to [reason for refusal, e.g., insufficient funds, policy violation, etc.].

As per our records, we require [any necessary requirements or actions needed from the recipient] to proceed further.

If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]